

FREQUENTLY ASKED QUESTIONS- eJuror -SUMMONS FOR JURY SERVICE

The eJuror system allows prospective jurors to complete their information and submit name and address changes on line.

WHO CAN USE THE eJuror SYSTEM?

Any prospective juror who receives a SUMMONS can complete their summons information on line, unless the recipients last name is less than 3 letters. If you are unable to complete on line due to this system limitation, please complete the paper form and submit it to the Court within 5 days of receipt of the SUMMONS.

WHAT INFORMATION DO I NEED TO COMPLETE MY SUMMONS INFORMATION FORM ON LINE ?

You will need the nine digit participant number above your name on the SUMMONS, the first three letters of your last name and your birth date to login to the system and complete the form.

WHAT IF THE PROSPECTIVE JUROR IS NOT AVAILABLE, CAN I COMPLETE THE FORM ON THEIR BEHALF ?

With the recipients permission, you may access the system for the individual and complete the form. Upon logging in, it will ask you to confirm who is completing the form, please make the appropriate remarks at that time.

WHY DID THE SYSTEM LOCK ME OUT?

The system is designed to allow 3 logins, after failure to gain access on the third attempt, the system will lock you out. You must completely log out of e Juror, give it a few minutes, and try again. The system only allows 20 minutes to complete the SUMMONS INFORMATION FORM, if it goes beyond that time, you will have to start again.

IF I COMPLETE MY SUMMONS ON LINE, DO I SUBMIT THE PAPER FORM TO THE COURT?

No. If you have completed and submitted your form through eJuror, please do not send the paper form back to the Court. Prior to submitting your completed SUMMONS INFORMATION FORM, you can print the information if you would like a copy for your records

HOW CAN I MAKE A HARDSHIP REQUEST?

Once you have completed the summons information form, you may click on the postpone/excuse link on the left on the main eJuror home page to request a hardship request. Follow the prompts to complete the request. Please allow 2-3 business days before contacting the automated juror information system at 1-866-363-8154 for your status.

HOW DO I CHECK MY REPORTING INSTRUCTIONS FOR JURY SERVICE?

Please contact 1-866-363-8154 or www.njd.uscourts.gov under “Jury Duty” to obtain your reporting instructions after 5p.m. the business day prior to the start of your jury service date.

YOU CAN NOT CHECK YOUR REPORTING INSTRUCTIONS FOR JURY SERVICE THROUGH eJUROR.

HOW WILL I BE NOTIFIED THE COURT HAS RECEIVED MY COMPLETED SUMMONS INFORMATION OR HARDSHIP REQUEST THROUGH EJUROR?

You will not be notified by the Court that your INFORMATION FORM has been received, other than the confirmation that is received when you submit the form. Follow the instructions outlined in the jury brochure to access your reporting instructions and how to check requests for hardship through the Automated Juror Information System at 1-866-363-8154. **YOU CAN NOT CHECK YOUR REPORTING INSTRUCTIONS FOR JURY SERVICE THROUGH eJUROR.**

WHAT IF I MAKE A MISTAKE AND NEED TO CHANGE AN ANSWER?

Once the form is completed, PRIOR to submission, you will have the opportunity to edit your answers. Prior to submission you can print out your answers for your records. **ONCE YOU SUBMIT TO THE COURT, ANSWERS CAN NOT BE CHANGED.**

WHAT IF I NEED TO SUBMIT ADDITIONAL INFORMATION?

If you need to send additional information, you can send it to the Court location address on your form to the attention of the Jury Department. You may also send additional information using the email address provided below to the court location of the summons. Regardless of how you submit the additional information, **YOUR NAME AND PARTICIPANT NUMBER and DATE OF SUMMONS MUST APPEAR ON THE INFORMATION OR IN THE SUBJECT LINE OF YOUR EMAIL.**

Camden : juryhelp-camden@njd.uscourts.gov

Newark : juryhelp-newark@njd.uscourts.gov

Trenton : juryhelp-trenton@njd.uscourts.gov